

**POSITION TITLE: UTILITY TECHNICIAN**  
**FLSA STATUS- NON-EXEMPT**

**POSITION REPORTS TO: FLEET MANAGER**  
**GRADE: 4**

### **JOB SUMMARY:**

To handle multiple tasks by various areas of the company as assigned. This includes but is not limited to fueling vehicles, truck and trailer driving, transporting equipment and material, and has extended availability for other tasks as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for fueling on a daily basis the company fleet.
- Ability to drive and maneuver trucks and/or other vehicles with a trailer.
- Ability to transport heavy equipment and materials while adhering to safety guidelines at all times.
- Ability to handle some mechanical tasks as needed.
- Ability to handle miscellaneous tasks including but not limited to cleaning vehicles, cleaning shop, detailing vehicles, and other tasks as assigned.
- Responsible for handling a specified budget from time to time to purchase equipment and materials.
- Receives daily assignments to maintain grounds, paths, and roadways according to weather and facility's maintenance schedule.
- Ability to safely use mechanical and landscaping tools.
- Assist with loading and unloading of work trucks and delivery trucks.
- Responsible for using forklift.
- Identifies the need for equipment maintenance and communicates to job supervisor in a timely manner. Assist with daily maintenance check ups for equipment and tools.
- Perform quality work at all times within the allotted time frame.
- Maintain job site staging area clean and organized and keep the job site tidy, organized and safe.
- Responsible for opening of shop first thing in the morning on a regular basis.
- Comply with company safety policy at all times and use all maintenance, installation, and snow removal tools according to company safety policy and manufacturers recommendations.
- Maintain continuous communication with internal contacts.

### **SUPERVISORY RESPONSIBILITIES**

This position has supervisory responsibilities occasionally.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Company Requirements-** incorporates the "Mission Statement" and "Core Values" philosophy in all levels of daily work. Employees are encouraged to continually educate and improve themselves.
- **Interpersonal**—the individual focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control, contributes to building a positive team spirit.
- **Teamwork**—the individual balances team and individual responsibilities, exhibits objectivity and openness to others' views.
- **Planning/Organizing**—the individual prioritizes and plans work activities and uses time efficiently. Must be able to handle multiple tasks simultaneously.
- **Quality**—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality. Continuously looks for ways to improve and promote quality.
- **Quantity**—the individual meets productivity standards and completes work in a timely manner.
- **Safety and Security**—the individual observes safety and security procedures and uses equipment and materials properly.
- **Dependability**—the individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plan to the appropriate person.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High School Diploma or equivalent and 6 months of experience

### **Language Skills**

Ability to understand a limited number of one-to-three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to speak simple sentences.

### **Mathematical Skills**

Must have basic math skills

### **Reasoning Ability**

Apply common sense understanding to carry out simple one-or two-step instructions. Deal with standardized situations with only occasional or no variables.

### **Computer Skills**

No skills required.

### **Certificates, Licenses and Registrations**

1. Forklift Certification
2. CDL preferable but not required
3. Must have a valid driver's license and be insurable

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Have full range of mobility in upper and lower body.
- Be able to reach overhead with hands and fingers. Must possess excellent hand-eye, and gross motor coordination. Must be able to hear and see with corrected vision.
- Be able to work in various positions, including, but not limited to, walking, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time.
- Be able to lift, carry, pull, and push materials and equipment to complete assigned job tasks.
- Be able to lift and carry 50 pounds of weight frequently throughout assigned workday.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions that could be extremely hot or extremely cold. The noise level in the work environment is usually loud. The employee is continuously exposed to moving mechanical parts and sharp objects. The employee is exposed to moderate air pollution, and moderate vibration.

### **PHYSICAL ACTIVITY LEVEL**

This job requires heavy physical activity performing strenuous day activities of a primarily productive/technical nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

### **REQUIREMENTS**

Individual must be willing to participate in drug and background screening.

### **DECLARATION**

Human resources retain the sole right and discretion to make changes to this job description. Any employee making changes unauthorized by the President, Director of Operations or Human Resources will be subject to disciplinary action up to and including termination.